

## **Office of Human Resources and Workforce Planning (CF)**

The Office of Human Resources and Workforce Planning provides consulting and advisory services on human resources and workforce planning. The Office is responsible for centralized management and a variety of human resource programs, and directs the establishment, implementation, and administration of workforce and personnel policies and procedures. These responsibilities include the following:

Identification and satisfaction of staffing requirements; management, description, and classification of positions; recruitment, selection, placement, and relocation of employees; administration of wages, salaries, and benefits; employee training and development and organizational development and consulting; negotiation and administration of collective bargaining agreements; promotion of good relations with employees and their unions; compliance with regulations on personnel administration and records maintenance; oversight of regulatory compliance of affirmative action and equal opportunity programs; management of awards and recognition programs; administration and counseling relating to leave, telecommuting, family-friendly policies, retirement, life and health insurance, and



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workers' compensation programs; monitoring of full-time equivalency (FTE) and labor distributions; oversight of strategic workforce planning, assessment, and information systems.

